

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1300.15
OP-132H1A
6 January 1988

OPNAV INSTRUCTION 1300.15

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: NAVY MILITARY PERSONNEL ASSIGNMENT POLICY
Ref: (a) DOD Directive 1315.7, Military Personnel Assignment, of 4 Jan 87 (NOTAL)
(b) Officer Transfer Manual (OFFTRANSMAN) NAVPERS 15559
(c) Enlisted Transfer Manual (ENLTRANSMAN) NAVPERS 15909
(d) OPNAVINST 1300.14, Suitability Screening for Overseas Assignment
(e) MILPERSMAN
(f) Joint Federal Travel Regulations, Volume 1 (JFTR)
(g) DOD Military Pay and Allowances Entitlements Manual (DODPM)
(h) OPNAVINST 1306.1, Overseas Tour Extension Incentives Program (OTEIP)
Encl: (1) Definitions
(2) Tour Length Survey Data Requirements

1. Purpose. To provide specific Navy policy guidance for assignment and permanent change of station (PCS) for active duty Navy personnel and to implement reference (a).

a. This instruction establishes policies to develop and maintain the force at a high degree of operational readiness, to provide equitable personnel rotation, to provide a sustaining base for sea and overseas tours of duty, to achieve personnel stability, and to enhance career development.

b. This instruction describes Navy policies on the selection of individuals for permanent change of station assignments in the contiguous 48 states (CONUS) and overseas, tour length policies worldwide, and establishes policies of

assignment to designated hostile fire or imminent danger areas (except during periods of war or national emergency declared by the Congress).

c. Overseas tour lengths established by this instruction and reference (a) are listed at chapter 3 of the Officer Transfer Manual (OTM, reference (b)) and chapter 4 of the Enlisted Transfer Manual (ETM, reference (c)).

2. Action. Provisions of BUPERSINST 1300.26F and BUPERSINST 1300.38D, which will be cancelled by separate action, are suspended by this instruction. Overseas assignment screening is covered by reference (d). Definitions, policies and guidance regarding command-sponsorship of dependents, and policy concerning entitlements to dependent travel and transportation, and household goods shipment to and from overseas assignments is covered by reference (e).

a. All Navy commands shall disseminate the provisions of this instruction to all personnel and ensure compliance.

b. Commander, Naval Military Personnel Command (COMNAVMILPERSCOM) shall issue implementing instructions and establish assignment procedures to ensure compliance with this instruction, maintain record of waivers and assignment actions made in exception to these policies and make reports required by reference (a). Appropriate data will be maintained to assess the operational and cost effectiveness of described programs, (i.e., Time-on-Station (TOS), Overseas Tour lengths, "homebasing," voluntary and involuntary tour extensions, etc.)

3. Applicability. This instruction applies to all active duty Navy personnel on permanent duty assignment in the continental United States (CONUS) and overseas except:

a. Members assigned to activities outside of the Department of Defense (DoD) and its supporting non-DoD activities.

b. Naval Attache personnel whose assignments and tour lengths (normally 36 months)

are prescribed by the Defense Intelligence Agency.

c. Members assigned to activities governed by inter-government contracts such as the Personnel Exchange Program (PEP). They will serve the length of time specified by contract.

d. Members assigned to Technical Assistance Field Teams (TAFTs) who shall serve the tour lengths assigned by DoD.

e. Members assigned to Security Assistance Organizations (SAOs).

f. Members assigned to Office of the Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), or other activity for which the terms of assignment are prescribed by reference (a).

g. Members assigned to OSD, JCS, and the Defense Agencies under the DoD program for military-civilian staffing of management positions in the support activities.

h. Members assigned to Defense Agencies for whom tenure is limited by statute.

i. Members assigned to Joint Duty Assignments. (They will be governed by a forthcoming OPNAVINST, Joint Duty).

4. **Definitions.** Terms used in this instruction are defined at enclosure (1).

5. **Policy.** It is Navy policy to:

a. Make only those PCS moves necessary for national security or to ensure equitable treatment of Navy members. Unless specifically authorized by this instruction, no member shall be denied any of the entitlements associated with the PCS movement of a service member from one duty station to another.

b. Make individual assignments based primarily on the professional military qualifications required to productively perform the duties of the billet. Other factors such as volunteer status, TOS, and PCS costs are secondary.

c. Use sea/shore rotation as the basis for CONUS PCS moves. However, the existence of a valid requirement and not TOS will determine the need to execute a move.

d. Select the member with the longest TOS when there is a need to fill a requirement in CONUS and more than one service member meets the assignment qualifications. In all PCS

moves, the TOS requirement must be met by the departure month, unless a waiver is approved. Waivers, when required, shall be granted before the service member's departure.

e. Make CONUS assignments based on least cost to the government where other considerations are not overriding. In addition, both cost and suitability for dependents living overseas will be considered when making overseas assignments.

f. Establish no tour length based solely on the sex of the member.

g. Assign members to sea duty afloat for their initial permanent duty station to the maximum extent possible.

h. Consider qualified volunteers first for all assignments. Volunteers who have not met TOS requirements will not be selected before non-volunteers who are qualified for the assignment and meet the TOS requirements.

i. Maintain assignment procedures which permit members to complete prescribed tours.

j. Waive, when necessary, servicewide equitable assignment policies for unit moves.

k. Ensure PCS reassignment procedures do not create unnecessary inconvenience or hardship for the member or dependents, nor cause the member to bear out-of-pocket expenses which should be funded by the government.

l. Approve voluntary assignment extension requests beyond prescribed tour lengths, when the requests are received prior to designation of relief and slating of member for subsequent assignment, and the requests are consistent with needs of the Navy.

m. Ensure equitable distribution of sea and overseas duty assignments within given occupational specialties. Periods of forced family separation and adverse effects of extended overseas service encountered by military personnel and their command-sponsored dependents should be minimized. Personnel can expect to be assigned to overseas tours at either preferred or isolated stations or both according to their rating or designator.

n. Consolidate sequential training activities to the maximum extent practicable.

o. Not make PCS moves solely because of promotion or reduction to higher or lower rank through the grade of O-5 for officers and E-8 for enlisted members.

p. Not make reassignments solely for the purpose of retirement.

q. Reassign members within a reasonable length of time to another installation or unit at the same permanent duty station, location, or homeport, or the nearest installation capable of using their skills, when they become excess to the number of authorized billets as result of:

(1) Unit inactivation.

(2) Base closure or consolidation.

(3) Organization or staffing standard change or civilian substitution for billet.

(4) Reclassification or other action changing the occupational specialty or skill designator of a member.

r. Consider the reassignment of members within the period starting 60 days before completion of the overseas area tour as having completed the prescribed tour.

s. Not make assignments in excess of authorized manning levels.

t. Screen all members and their dependents for suitability for overseas assignment (except members assigned to Hawaii) prior to the member executing the permanent change of station orders.

u. Provide members the opportunity and encouragement to elect "homebasing" options when assigned to dependent-restricted overseas locations.

v. Notify members of their follow-on assignments as early as possible if they choose not to participate in "homebasing."

w. Normally assign flag officers for 2 years. With the exception of the policies and procedures pertaining to major defense acquisition program managers, overseas tour lengths, and assignments to OSD, the JCS, and the Defense Agencies, the remaining policies of this Directive do not apply to these officers.

x. Assign all members without regard to color, race, religious preference (except chaplains), ethnic background, national origin, age,

or gender (except where prohibited by statute and limitation of facilities) consistent with requirements for physical capabilities. This policy applies equally to both PCS and temporary duty assignment actions.

y. Transfer members who have dependent children in primary or secondary school during school breaks, to the maximum extent practicable, to reduce disruption of the school schedule.

z. Apply the above policies for making PCS moves and determining required tour lengths per the procedures described in sections 6 through 10 of this instruction.

6. First Term Member Assignments

a. First term members will not be assigned ashore outside the United States and its territories or possessions until they have completed basic training, except in time of war or national emergency when at least 12 weeks basic training (or its equivalent) is required.

b. First term members on active duty for 3 years or less may not be assigned to more than one permanent duty station before expiration of active obligated service (EAOS) unless required to serve an unaccompanied isolated tour overseas. If assigned to an unaccompanied isolated tour overseas, they may not be assigned to more than 2 different geographic locations.

c. First term members who are on active duty for more than 3 years but less than 4 years may not be assigned to more than one CONUS location before EAOS. They may have 2 assignments if one is at an overseas location.

d. First-term members on active duty for 4 or more years of obligated service may not be assigned to more than 2 different locations before EAOS following initial basic and skill training regardless of tour length or location.

7. Retainability Requirements

a. CONUS-to-CONUS. Requires 2 years obligated military service retainability after arrival at the gaining installation. (Service members who are assigned from shore to sea duty or are changing occupational specialty or skill designator as a result of retraining must have a minimum of one year service retainability.)

b. CONUS-to-Overseas and Overseas-to-Overseas. Except when authorized in this instruction, service members shall not depart the CONUS or other departure ports unless they have obtained the obligated service retainability for serving the prescribed overseas area tour, accompanied or unaccompanied as appropriate.

c. Overseas-to-CONUS. Requires a minimum of 12 months military service retainability. Service members stationed overseas who are scheduled to return to the CONUS, and have more than one month but less than 12 months obligated military service retainability before their EAOS, may not receive an early separation from the Navy, unless their separation is in conjunction with an approved early-release program authorized by the Secretary of the Navy, or the service member is surplus to the Navy's requirements. To better employ those members with limited retainability, the Navy is authorized to extend the service member's overseas tour involuntarily under the following conditions:

(1) Service members within 11 months of EAOS and stationed at a duty station where an accompanied tour is authorized may be retained at that duty station until their EAOS.

(2) Service members within 6 months of EAOS and stationed at a duty station where there is dependent-restricted tour may be retained at that duty station until their scheduled EAOS.

8. Time-on-Station (TOS) Requirements. TOS requirements are established to stabilize the lives of service members and their dependents and to reduce PCS costs. When all other factors are equal, TOS is the primary consideration in selecting service members for reassignment. TOS is computed from the month of arrival to the month of departure, inclusive (see paragraph 5r for overseas exception).

a. TOS for duty at sea and hardship duty with deployment-designated Fleet Marine Force (FMF) units is established by the Secretary of the Navy. These tour lengths require the same justification and policy management as other tours regardless of the unit's location. These tours will be determined by requirements gener-

ated by the ratio of sea to shore billets and the number of personnel available.

b. TOS does not apply to overseas duty. Overseas tour lengths requirements are shown at section 9.

c. The minimum TOS requirement for all assignments within or from the CONUS shall be 3 years. Granting of waivers on a case-by-case basis is authorized if it is determined that the individual under consideration is the most qualified person available. Requests to waive the minimum TOS requirement shall originate at the flag officer level. COMNAVMILPERSCOM (N-4) approval is required when members have less than 3 but more than 2 years TOS, and Chief of Naval Personnel (CNP) approval is required when members have less than 2 years TOS.

d. The Navy may reassign members within or from the CONUS before completing the minimum TOS requirements under certain circumstances and despite the limitations outlined above. Authorized assignment exceptions are outlined below.

(1) A CONUS-shore stationed member reassigned to an overseas, sea, or deployment-designated Fleet Marine Force (FMF) unit tour.

(2) A member in a sea-intensive rating (sea/shore rotation of 48:36 or greater) assigned from shore to sea duty, in which case a minimum of 2 years TOS is required.

(3) A member accessed, reassigned to a different duty station for initial skill training, or separated.

(4) A member reassigned to a different duty station for training or educational purposes. The minimum for these reassignments is 18 months TOS for first termers and 24 months for careerists.

(5) A reassignment which results from a major weapon-system change, unit conversion, homeport or permanent duty station location change, or overhaul. Moves associated with replacing a member selected for a new weapon system or unit are not covered by this exception.

(6) A member permitted an option to retrain under the SCORE Program for a new specialty and location in conjunction with reenlistment. A one year minimum applies. A one year minimum is also required for officers before voluntary designator changes.

(7) A member selects another location as a condition to reenlistment. A 2 year TOS minimum is required before reassignment to the chosen location.

(8) A member requests another location in conjunction with an established program to keep uniformed service couples together. A one year minimum applies.

(9) A member assigned to either the OSD, the OJCS, or a Defense Agency where the tenure is limited by statute or the provisions of other Directives to a shorter tour.

(10) A member serving under the DoD program which prescribes different assignments for staffing management positions in support activities.

(11) A member reassigned for humanitarian reasons.

(12) A member reassigned to a different duty station in preparation for a unit deployment.

(13) A member in a specialized skill, such as doctor or lawyer, serving in an assignment designated by the Secretary of the Navy for the purpose of validating credentials or for developing expertise before being assigned to independent duty without supervision.

(14) A member disqualified for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, and where it has been determined that no vacant position exists within the limits of the same geographic location in which the service member may serve pending requalification or recertification.

9. Overseas Duty

a. Overseas Tour Lengths. Tour length requirements overseas are prescribed by DoD and listed for Navy personnel in references (b) and (c). No distinction will be made between officers and enlisted members in assigning overseas tour lengths. Prescribed overseas shore tour lengths reflect, to the extent practicable,

the general desirability of each location based on environmental conditions and the quality of life compared to standards in the United States. Overseas sea duty tours afloat are prescribed by the Secretary of the Navy and will generally conform to the DoD prescribed shore tour except where strong evidence dictates that the sea tour length should differ.

b. Tour Length Changes. Recommended additions or changes to overseas tour lengths will take into account the full range of facilities both on and off post. Submit requests to Chief of Naval Operations (CNO) (0P-01) for action. Such recommendations will use the guidelines outlined in enclosure (2) as a base. Each recommendation completed by the commander of the activity must:

(1) Be coordinated with and include comments from the senior representatives of other DoD components within the area that will be affected.

(2) Be forwarded through the appropriate Unified/Specified Commander for comment and coordination with the Senior Military Service representative within the theater.

NOTE: Recommendations that do not include these items shall not be acted on and will be returned for further staffing.

c. Alaska and Hawaii. Members assigned to Alaska and Hawaii shall serve a minimum tour of 36 months unless otherwise indicated in references (b) and (c). No maximum tour length is set for Alaska or Hawaii.

d. Medical Exception. An exception to the overseas tour length assignment is 2 year obligated medical officers assigned to certain shortage specialties, as determined by the Secretary of the Navy in consultation with the Surgeon General. They are authorized to serve 2 year accompanied tours in long-tour areas. Movement of dependents overseas for these officers shall be contingent on the officers otherwise being entitled to travel and transportation of dependents and shipment of household goods (HHGs) at Government expense.

e. Key Billets. Officers or warrant officers assigned to designated key billets must serve the accompanied tour length, regardless of accompanied status. Designating a position in an activity

or a unit as a key billet shall be reserved for only those positions where the continued presence of an officer or warrant officer is determined to be absolutely essential to the mission of the activity or the unit or to the U. S. presence in that area. Key billet designation is limited to only those overseas duty stations where the accompanied tour is 24 months.

(1) Requests for designating an overseas billet or position as a key billet, because of the duties involved and the mandatory requirement that the officer or warrant officer serve the accompanied tour, shall be submitted in writing by the theater or Unified Commander via CNO (0P-01) to the approval authority and evaluated on a case-by-case basis. (Including such requests in changes to manpower documents is inappropriate.) Final approval authority for key billet designations shall be designated as follows:

(a) The JCS for joint staffs and other activities under its cognizance. The billet must be as defined in the DoD manpower manuals for joint and international activities.

(b) The Assistant Secretary of Defense (ASD) for Force Management and Personnel (FM&P) for joint staffs and activities under OSD cognizance.

(c) The Secretary of the Navy (delegated to CNO (0P-01)), when subparagraphs (a) and (b) above do not apply.

(2) The position of Chief, Security Assistance Organization (SAO), shall be designated a key billet, unless circumstances dictate otherwise or if command-sponsored dependents are not authorized.

(3) A position may not be designated as a key billet unless all of the following apply (exceptions may be authorized only by the ASD(FM&P)):

(a) Government-furnished family quarters are available.

(b) Concurrent travel of dependents is authorized.

(c) A 24-month accompanied tour is authorized for the specific location.

f. Computation of Overseas Duty. Overseas duty time is computed in the following manner:

(1) Time creditable as overseas duty for PCS begins with the day of departure from, and ends with the day of return to a CONUS port.

(2) Authorized leave taken in the CONUS while enroute from one overseas duty station to another overseas duty station shall be excluded from the computation.

(3) Authorized leave taken overseas en route to an overseas duty station shall be excluded from the computation.

g. Determination of Type of Overseas Tour

(1) Members assigned overseas who are accompanied or later joined by command-sponsored dependents will serve the prescribed accompanied tour.

(2) Single service members or those who, for either voluntary or involuntary reasons, are not accompanied or joined by command-sponsored dependents shall serve the prescribed "all others" tour when assigned overseas. Single members without dependents will be afforded the opportunity to elect the accompanied-by-dependents tour.

(a) Members serving the unaccompanied, "all others" tour shall be given the opportunity to qualify for and serve the accompanied tour so that their dependents may join them. They must obtain contractual obligated service (OBLISERV) through reenlistment or extension of enlistment sufficient to complete TOS equivalent to the accompanied tour or an additional 12 months after their dependents arrive, whichever is greater.

(b) Requests to serve the accompanied-by-dependents tour in order to qualify for having command-sponsored dependents join the member overseas will not be approved when the member has earlier exercised the entitlement to a designated location move (DLM) or allowance for transportation of a mobile home

trailer in conjunction with an "all others" tour election.

(c) First-term service members serving initial enlistments of 3 years or less shall serve an 18 month unaccompanied tour when assigned to areas in Europe and Japan where the accompanied tour is 36 months.

(3) Members married to other military members shall serve tour lengths as follows:

(a) Married members accompanied or joined by command-sponsored dependents shall serve the accompanied tour length.

(b) Married members assigned to or living together at the same overseas location or locale shall each serve the accompanied tour length when such a tour is prescribed for the location. The lack of concurrent travel, for whatever reason, does not alter that requirement. The Projected Rotation Date (PRD) of the first member who arrives at the location may be adjusted to coincide with the PRD of the member arriving later such that both members will serve at least the prescribed accompanied tour.

(c) Married members assigned to different locations shall serve the "all others" tour; however, if these members establish a joint domicile (i.e., reside together in Government approved family housing), they shall serve the accompanied tour for their assigned locations.

(d) When a member marries another member while both are assigned overseas, their original tours shall be maintained unless one or both members voluntarily agree to serve the longer (accompanied) tour at that location. The PRD of the member arriving at the location later will not be shortened; however, the PRD of the member arriving earlier may be extended to coincide with completion of the tour for the member arriving later.

(4) Members who acquire dependents while on duty in an overseas area must agree to serve the equivalent of the TOS requirements for the prescribed accompanied tour or an additional 12 months, whichever is longer, in order to acquire command-sponsorship for the dependents.

(5) Navy members on permanent assignment with Fleet Marine Force will serve under U.S. Marine Corps policies.

h. Tour Elections. A service member selected for and assigned to an overseas duty station where the accompanied tour is authorized and who is eligible for Government funded travel and transportation of dependents and shipment of HHGs may elect voluntarily to serve either the accompanied or unaccompanied tour. The exception to this policy would be those officers assigned to key billets. Service members eligible to elect either tour length must be counseled when notified of their assignment not to choose the unaccompanied tour unless certain that travel of their dependents and/or shipment of household goods to the new overseas duty station is not desired now and shall not be desired before the service member's reassignment from the overseas duty station. The associated entitlements to move HHG's and dependents are reflected in reference (f).

i. Consecutive Overseas Tours (COT). The Navy encourages eligible service members to volunteer for and serve COTs. It is preferred that COTs be voluntary; however, involuntary consecutive overseas tours (ICOTs) may be directed. To maximize the benefits realized from COTs, members must meet prior tour obligations before reassignment. It is realized that the exigencies of naval service may result in the early reassignment of a member; however, such actions shall be minimized.

(1) In-place Consecutive Overseas Tours (IPCOT). Members serving on either an accompanied or unaccompanied tour may, upon completion of the initial tour, including voluntary extensions of that tour, request an IPCOT. By doing so, the member agrees to serve another complete tour at the same location whether it be for the accompanied or unaccompanied tour. Regardless of the member's initial tour obligation or the tour length he or she subsequently elects to serve, he or she must serve the minimum prescribed tour lengths.

(2) Intra or intertheater Consecutive Overseas Tours

(a) These types of assignments require the PCS movement of the member and of his or her family if accompanied. When re-assigned on these types of COTs, members will be given the opportunity to serve either the accompanied tour, if authorized at the new duty station, or the unaccompanied tour. Members being reassigned on intra- or intertheater COTs must serve the prescribed tour lengths at both duty stations.

(b) Members being reassigned on intratheater COTs may be authorized an exception to serving the prescribed tour lengths at both duty stations on a case-by-case basis. Authority to grant waivers rests with COMNAV-MILPERSCOM (NMPC-4) who may approve only those exceptions that result in the member serving at least the equivalent of 2 unaccompanied tours before being reassigned from the theater. If the member must serve less than the equivalent of 2 unaccompanied tours, such exceptions shall be approved only by the Secretary of the Navy.

(c) Members rendered in excess to requirements at their old duty stations may retain their original tour-completion date as long as their initial tour elections (accompanied or unaccompanied) are not changed and they have at least 12 months theater retainability after arrival at their new duty stations.

j. Consecutive Overseas Tours for SAO Personnel. Consecutive overseas tours of duty position shall be subject to the approval of the Director, Defense Security Assistance Agency (DSAA). Such reassignments must be reviewed by both the Navy and the responsible Unified Command.

k. Leave Travel in Connection with Consecutive Overseas Assignments

(1) Reference (f) stipulates that members stationed outside the CONUS who are ordered to an IPCOT or who are reassigned PCS to another overseas duty station may be paid travel and transportation allowances in connection with authorized leave from their last duty station. These allowances may also be paid for the member's dependents. Both tours of duty, whether at the same duty station or a new duty

station, must be the tours prescribed in references (b) and (c).

(2) When the member is reassigned on a change of permanent station before completing the prescribed tour for the initial overseas duty station, the travel entitlements authorized in references (f) and (g) for intra- or inter-theater COTs may not be denied. As such, caution must be exercised in curtailing an overseas tour to effect a COT and ensuring that such actions are done only when there is no other recourse available to the Navy.

l. Consecutive Overseas Tours (COT) Tour Elections (Dependents/HHG)

(1) **Unaccompanied-to-Unaccompanied Tour.** Relocating dependents and/or HHGs from a previously approved designated place to a newly designated place shall be approved only by the Secretary of the Navy when it is clearly shown that the movement is in the best interest of the Government. This authority shall not be delegated. Submit requests via CNO (OP-134).

(2) **Unaccompanied-to-Accompanied Tour.** Relocating dependents and/or HHGs from a previously approved designated place to the member's new duty station (current duty station for those selected for an IPCOT) shall be approved only if the dependents are screened as suitable for overseas duty as required by reference (d), and, if appropriate, are granted dependent entry approval.

(3) **Accompanied-to-Unaccompanied Tour.** Members either electing or required (re-assigned to a dependent-restricted tour) to serve the unaccompanied tour when reassigned PCS, or selected for an IPCOT shall be given the opportunity to relocate their dependents and/or HHGs to a designated place within the United States, the Commonwealth of Puerto Rico, a territory or possession of the United States, or another overseas area if authorized in this instruction.

(4) **Accompanied-to-Accompanied Tour.** Members electing or required (assigned to a key billet) to serve the accompanied tour when reassigned PCS shall have the opportunity to relocate their dependents and/or HHG to

their new duty station. Relocation shall be approved only if the dependents are screened as suitable for overseas duty, reference (d) and, if appropriate, are granted dependent entry approval. Members assigned to key billets may elect to serve without their dependents and relocate their dependents and/or HHGs to a designated place within the United States, its territories or possessions, or another overseas location as authorized by reference (f). The member must serve the accompanied tour. Members being reassigned PCS on a COT under this option (accompanied-to-accompanied tour) must be given concurrent travel.

m. Curtailment of Overseas Tours. To enhance stability for the member and the activity, and to offset the costs associated with overseas assignments, members shall serve the tour lengths for which they are assigned. While the needs of the Navy may require reassigning members before they complete prescribed tours, such decisions must be kept to the absolute minimum. A curtailment may be granted on an individual case-by-case basis if it is the only recourse available, and if in the best interest of the Navy. Requests must originate at the flag officer level and shall be approved by CNMPC (N-4). Curtailment of SAO Chiefs requires Director, DSAA, approval. Other SAO positions require concurrence of the Area Unified Command.

n. Early Return. Members, whose dependents are furnished early return transportation from overseas under provisions of paragraph U5240 of reference (g), will normally be required to complete the prescribed accompanied tour. Tour adjustments may be approved by COMNAVMILPERSCOM only for bonafide hardships. Requests for such adjustments will include all pertinent information, including the reasons for early return of dependents.

o. Overseas Tour Extensions

(1) Voluntary Extensions. The Navy encourages eligible members to extend overseas tours voluntarily. Longer tours provide a high degree of continuity in the unit of assignment, increase the stability of the member, and family when accompanied, and reduce PCS costs by eliminating the service member's move and the

move of his or her replacement. Attainment of these objectives is not the only reason for approval of an extension. Each request must stand on its individual merits, and approval or disapproval is based on whether the best interests of the Government are served by retaining the service member overseas.

(2) Statutory Limitations. While there are no statutory limitations on the amount of time a member may remain overseas, the Navy may establish limitations on the total length of time its members may extend their original tour lengths at a specific duty station. Except for entitlements available to certain enlisted members (see subparagraph (3) below) and members extending their overseas tours to obtain command sponsorship of their dependents, there are no entitlements for extending overseas tours.

(3) Overseas Tour Extension Incentive Program. Under the authority of 10 U.S.C. 705 and 37 U.S.C. 314, the Secretary of the Navy may offer specific entitlements to certain enlisted service members for extending their overseas tours for one year. (See reference (h)).

(a) To be eligible to participate, the member must:

- 1.** Be entitled to basic pay.
- 2.** Possess a specialty that is designated by the Secretary of the Navy.
- 3.** Have completed his or her overseas tour of duty, including previously approved extensions, at a location outside the CONUS that is designated by the Secretary of the Navy, and at the end of that tour, execute an agreement to extend that tour for a period of not less than one year.

(b) Those members meeting the above eligibility requirements shall be entitled to receive one of the following benefits:

- 1.** \$80 per month special pay for each month during the period of extension.
- 2.** 30 days special rest and recuperative (SR&R) absence.
- 3.** 15 days SR&R absence and round-trip transportation at Government expense from the location of the extended tour of duty to the nearest CONUS port and return. Travel entitlements that may be associated with

this particular option are outlined in reference (g).

(c) Members participating in this program and who, after entering the extension and before its completion, become ineligible for further overseas duty as a result of actions taken by or under the control of the member shall be removed from the program. Entitlement to further special pay or SR&R absences not taken shall be lost. If the member's ineligibility for overseas duty is a result of actions taken by the Navy, then entitlement to the special pay shall continue until its originally scheduled termination date; however, eligibility for SR&R absences shall be lost.

(4) Involuntary Extensions. The Navy may retain members in an overseas area beyond their original return date to the CONUS for investigation or trial by U.S. military or foreign authorities or for completion of administrative actions such as nonjudicial punishment, separation processing, or compliance with host-country customs regulations, or when they lack the required obligated military service retainability. CNMPC will make such decisions on an individual case-by-case basis.

(5) The Director, Defense Security Assistance Agency (DSAA) will have approval authority over voluntary or involuntary extension of members serving overseas tours of duty in Chief, Security Assistance Office (SAO) positions. For other SAO positions, approval will be obtained from the Unified Command.

p. **Sole Surviving Son or Daughter.** Policies concerning the assignment, assignment restrictions, eligibility criteria and waivers from designation are contained in reference (e).

q. **Assignment to Duty in Designated Hostile-Fire or Imminent-Danger Areas**

(1) Assignment to duty in a hostile-fire or imminent-danger area (hereafter referred to as "hostile-fire area"), as specified by reference (g), must be shared equitably by all similarly qualified members except as follows:

(a) If a member of a family is killed or dies when serving in a designated hostile-fire area, or is determined by the Veterans Administration (VA) or a Military Service to be

100 percent physically or mentally disabled, and because of such disability shall be hospitalized continually and shall not be employed gainfully, other members of the same family shall be exempt on request from serving in designated hostile-fire areas. If serving in such an area, other family members shall be reassigned from there. Family members similarly shall be exempt, on request, when another family member is in a captured or missing status.

(b) Members qualifying as sole surviving sons or daughters and requesting non-combat duty or not waiving a request submitted by a parent shall be assigned according to reference (e).

(c) Assignment of conscientious objectors shall be subject to DoD restrictions.

(2) Personnel who were wounded in a specific hostile-fire action resulting from combat service and were hospitalized 30 or more days outside a hostile-fire area shall not be returned to such service during the same tour. Members reassigned under this circumstance, if needed, may be eligible for reassignment to a hostile-fire area on subsequent tours. Members may return voluntarily to a hostile-fire area, if medically qualified. The provisions of this paragraph shall not apply to members hospitalized for injury, accident, or illness not attributable to hostile-fire action. This prevents considering cases such as self-inflicted wounds and other noncombat causes.

(3) Requests for combat deferment or exemption may be submitted only by the member and must be submitted to CNMPC. Deferment requests should be submitted within 15 days after receiving orders, assignment instruction, unit alert, or movement schedule. Exemption requests may be submitted at any time. A member submitting a request for deferment or exemption from an assignment should be retained in place until action on the request is finalized.

(4) For the purpose of this section, family members include the following:

(a) Father and Mother. This includes stepfather, father by adoption, step-

mother, mother by adoption, or those who have stood in loco parentis for at least 5 years.

(b) Brothers and Sisters. This includes stepbrothers, brothers by adoption, half brothers, stepsisters, sisters by adoption, or half sisters.

(c) Husband and Wife.

(d) Children:

1. Legitimate child.

2. Legally adopted child.

3. Stepchild, if a member of the household at the time of death of the service member or former service member.

4. An illegitimate child of a female service member or a female former service member.

5. An illegitimate child to whose support a male service member or former service member shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father.

6. A person standing in loco parentis minimally for 5 years before death to the service member or former service member.

10. Conflicting Directives. When provisions of the OTM and ETM (references (b) and (c)) and other Navy directives appear to conflict with this instruction, submit a request for clarification to the Chief of Naval Operations (OP-13).

11. Report. Symbol

DD-FM&P(SA)1675(1300) is assigned to the reporting requirement contained in paragraph 2b and is approved for 3 years from the date of this directive.

L. A. EDNEY

Deputy Chief of Naval Operations
(Manpower, Personnel and Training)

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SNDL Parts 1 and 2

Commander

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(Code 813)

Washington Navy Yard, Washington, DC

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5801 Tabor Avenue

Philadelphia, PA 19120-5099 (500 copies)

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DEFINITIONS

1. ACTIVE DUTY. Full-time duty in the Navy.
2. CAREER MEMBERS. (For purposes of this instruction and for routine PCS-related reports to DoD.)
 - a. Enlisted. Navy members who have completed over four years of active duty and are in their second or subsequent enlistment.
 - b. Officers. Grades 0-3 and above, all warrant officers, and all limited duty officers.
3. CONUS. The Continental United States defined as the contiguous 48 states and the District of Columbia.
4. DEPENDENCY STATUS
 - a. Acquired Dependents. A service member's dependents acquired through marriage, adoption or another action, during the course of an overseas tour of duty. The term does not include those persons dependent upon the service member or children born of a marriage that existed before commencement of the current overseas tour.
 - b. Command-sponsored Dependents. Dependents residing with their service member sponsor who is assigned on an accompanied-by-dependents tour at a location outside the CONUS, and where the dependents meet the following conditions:
 - (1) Authorized to travel to the service member's duty station at Government expense incident to the service member's PCS orders.
 - (2) Are authorized by the appropriate authority to be at the service member's duty station.
 - (3) As a result of their residence in the vicinity of the service member's duty station, entitles the service member to station allowances at the "with dependents" rate.
 - c. Non-command-sponsored Dependents. Dependents of a service member residing with the service member at a location outside CONUS, where the accompanied-by-dependents tour may or may not be authorized, and who are not entitled to travel to and from the service member's overseas duty station at Government expense nor entitle the service member to station allowances at the "with dependents" rate. These dependents may either be

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"acquired dependents" or "individually sponsored by the member" who traveled to the vicinity of the overseas activity at their own expense without endorsement of the appropriate authority. Depending upon individual Status of Forces Agreements (SOFAs), U. S. statutes, DoD policy, or Military Service regulations, these dependents may be denied access to certain dependent support facilities.

5. DESIGNATED LOCATION MOVE (DLM). Entitlement that allows service members to designate a location to which dependents will be moved at government expense while member is serving the "all others" tour at a dependent-restricted location or unusually arduous sea duty. Designated location moves outside the United States and its territories and possessions are normally authorized only for those members whose spouse's native country is other than the United States.

6. EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS). The date a Navy member completes military service required by an enlistment contract, referred to as Expiration of Term of Service (ETS) by DoD.

7. FIRST TERM MEMBER. (For purposes of this instruction and for routine PCS-related reports to DOD.)

a. Enlisted. Enlisted members serving their first enlistment contract including operative extensions.

b. Officers. Officers in grades 01 and 02 and direct commission officers in 03 and 04 still serving initial MSR.

8. HOMEBASING. The practice or policy to return a member to the previous homeport or permanent duty station location upon completion of an unaccompanied hardship overseas tour.

9. KEY BILLET. A military position of unusual responsibility with a high need for continuity, to be held only by an officer or commissioned warrant officer at an overseas location. The billet must be designated as such by the appropriate authority.

10. MINIMUM SERVICE REQUIREMENT (MSR). The minimum active service obligation required for officers based on contractual agreement and training provided.

11. NO-COST MOVE (NCM). A permanent change of assignment or PCS move that incurs no fiscal liability for the government.

12. PERMISSIBLE NO-COST MOVE. A move that would involve

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entitlement to fiscal expenditures, but for which the service member volunteers to execute at personal expense as a matter of personal convenience.

13. OBLIGATED SERVICE (OBLISERV). For the purpose of this instruction and to justify PCS reassignment, contractual obligated service remaining on current enlistment. Contractual obligation made by execution of enlisted reenlistment or extension of enlistment. A "page 13" service record entry is not a contractual obligation for assignment overseas.

14. OVERSEAS. Any areas of the world other than the CONUS.

15. PERMANENT CHANGE OF ASSIGNMENT (PCA). A transfer between permanent assignments for which entitlement to move household goods or entitlement to travel payment does not exist. This is also defined as a no-cost move.

16. PERMANENT CHANGE OF STATION. The transfer or reassignment of a service member from one permanent duty station location or homeport to another or the transfer of a unit from one permanent duty station location to another. This includes the change from home or the place from which member was ordered to active duty to the first station upon appointment, call to active duty, enlistment, or induction, and from the last duty station to home, or the place from which ordered to active duty, placement on the temporary disability retired list, release from active duty or retirement. It also includes change of homeport or permanent duty station or location for a ship, squadron or mobile unit.

17. PRESCRIBED TOUR LENGTH. The period of time established for tours at specific geographic locations in CONUS and overseas.

18. PROJECTED ROTATION DATE (PRD). The planned month of reassignment to another activity. Established at EAOS for first term personnel and at the end of prescribed sea tour (PST) or end of normal shore tour (NST) for career members. PRD is also established to mark the planned end of an accompanied or "all others" tour overseas as prescribed for the location.

19. TOUR OF DUTY. Military duty performed as a student for a period of 20 weeks or longer at one location or as a permanent assignment for duty of over 180 days at a military installation, ship, unit or activity with a permanent duty station location or homeport inside the CONUS or overseas. Types of tours include:

a. ACTIVITY TOUR. A tour of duty with one activity or unit. May include more than one location if an organized unit move occurs during the tour of duty.

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b. ACCOMPANIED-BY-DEPENDENTS TOUR. The tour length that is longest at a specific location overseas and normally means that a member is accompanied by command-sponsored dependents. The accompanied-by-dependents tour is, for convenience, frequently referred to as the "accompanied tour."

c. ALL OTHERS TOUR. The tour length that is authorized at a specific location overseas for service members who are not accompanied by command-sponsored dependents. Also known as the "unaccompanied tour."

d. DEPENDENT RESTRICTED TOUR. Assignment to a location that does not have an accompanied-by-dependents tour prescribed and which, by that pre-condition, does not permit command-sponsored dependents. Also referred to as an unaccompanied hardship overseas tour or remote tour.

e. GEOGRAPHIC TOUR. A tour of duty at one location, which may include consecutive activity tours with PCAs or no-cost PCS moves between consecutive activity tours.

f. SEA TOUR. A period of duty afloat or at a shore location for which sea duty credit is accrued as authorized by reference (b) or (c). May include consecutive activity or geographic tours afloat and/or ashore at the same or different locations during the total period prescribed for rotation purposes by reference (b).

g. SHORE TOUR. A period of duty ashore for which no sea duty credit is accrued for sea to shore rotation purposes.

h. CONUS TOUR. A period of duty ashore in CONUS.

i. OVERSEAS TOUR. A period of duty served at one overseas area or location defined in references (b) and (c).

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OVERSEAS TOUR SITE SURVEY DATA SHEET

This tour length data sheet shall be used as a guide to ensure the minimum required factors are considered. Commanders shall evaluate each item on this list and are encouraged to add additional comments and factors that bear on the proposed change. This survey sheet does not constitute a request for change. It provides background data to support a recommendation to change the prescribed tour length.

PART I

(Data to be furnished by activity originating the survey unless otherwise indicated.)

A. GENERAL INFORMATION

1. Location: _____ Date survey data compiled: _____.
Activity: _____ Host Command: _____
Primary missions of activities at this location: _____
Navy UICs affected: _____/_____/_____/_____/_____.
2. Current tour lengths. Accompanied: _____ months.
All others: _____ months.

Recommended tour lengths. Accompanied: _____ months.
All others: _____ months.

B. AFFECTED POPULATION.

	NAVY	USMC	ARMY	USAF	Total
OFFICERS Accompanied:	_____	_____	_____	_____	_____
Unaccompanied:	_____	_____	_____	_____	_____
Total Officers:	_____	_____	_____	_____	_____
Married:	_____	_____	_____	_____	_____
Single:	_____	_____	_____	_____	_____
OFFICER COMMAND SPONSORED DEPENDENTS					
Infant thru 5:	_____	_____	_____	_____	_____
Age 6 thru 11:	_____	_____	_____	_____	_____
12 thru 18:	_____	_____	_____	_____	_____
Adult:	_____	_____	_____	_____	_____
ENLISTED Accompanied:	_____	_____	_____	_____	_____
Unaccompanied:	_____	_____	_____	_____	_____
Total Enlisted:	_____	_____	_____	_____	_____
Married:	_____	_____	_____	_____	_____
Single:	_____	_____	_____	_____	_____
ENLISTED COMMAND SPONSORED DEPENDENTS					
	NAVY	USMC	ARMY	USAF	Total
Infant thru 5:	_____	_____	_____	_____	_____
Age 6 thru 11:	_____	_____	_____	_____	_____
12 thru 18:	_____	_____	_____	_____	_____
Adult:	_____	_____	_____	_____	_____

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Total Military members:	_____	_____	_____	_____	_____
Total Navy dependents:	_____	_____	_____	_____	_____
U.S. CIVILIAN EMPLOYEES	_____	_____	_____	_____	_____
Accompanied:	_____	_____	_____	_____	_____
Unaccompanied:	_____	_____	_____	_____	_____
Total:	_____	_____	_____	_____	_____
U.S. CIVILIAN EMPLOYEE DEPENDENTS	_____	_____	_____	_____	_____
Infant thru 5:	_____	_____	_____	_____	_____
Age 6 thru 11:	_____	_____	_____	_____	_____
12 thru 18:	_____	_____	_____	_____	_____
Adult:	_____	_____	_____	_____	_____
Total:	_____	_____	_____	_____	_____

THIRD COUNTRY NATIONALS: _____ Dependents: _____
 (US Government employees that are not US citizens nor from the host country.)

C. GEOGRAPHY

1. Latitude: _____ Longitude: _____ Elevation: _____

2. Nearest civilian community. Name: _____
 Population: _____ Distance: _____ Driving time: _____ Hours.

3. Nearest civilian communities with population of 10,000 or greater, within a 360 degree radius:

- (a) Name: _____ Population: _____ Distance: _____
 Driving time: _____ Hours.
- (b) Name: _____ Population: _____ Distance: _____
 Driving time: _____ Hours.
- (c) Name: _____ Population: _____ Distance: _____
 Driving time: _____ Hours.

4. Support Facilities:

a. If the installation is not self-sustaining, indicate the nearest support installation. Name: _____
 Distance: _____ Driving time: _____ hours. (Example: minor U.S. military activity, NATO or host country facilities).

b. Nearest major U.S. military installation(if not same as para 4.a.above). Name: _____ Distance: _____
 Driving time: _____ hours.

5. If geographic isolation is a primary factor affecting the recommended the requested tour length, explain: _____

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D. CLIMATE

1. Temperature- Highest: ___ F Lowest: ___ F Annual average: ___ F
 Relative Humidity- Highest: ___ % Lowest: ___ % Annual average: ___ %

2. Precipitation (annual average): Snow: ___ ins. Rain: ___ ins.

3. If climate is a primary factor affecting the recommended tour length, explain: _____
 _____.

E. HOUSING1. Government Quarters (Family and Unaccompanied).

a. Are adequate quarters (family and bachelor) available within one hour driving time of the central work location? Yes/No. (Delete one) Are they sufficient to accommodate the accompanied and unaccompanied personnel assigned? Yes/No. (Delete one). If not, explain: _____
 _____.

b. Housing summary. (Indicate delay for occupancy.)

	#	Weeks Delay		#	Weeks Delay
4 bedroom units available:	Officer: _____	_____	Enlisted:	_____	_____
3 bedroom units available:	Officer: _____	_____	Enlisted:	_____	_____
2 bedroom units available:	Officer: _____	_____	Enlisted:	_____	_____
1 bedroom units available:	Officer: _____	_____	Enlisted:	_____	_____

Units: Weeks Delay:

Bachelor Officer Quarters: _____

Bachelor Enlisted Quarters: _____

c. Are family quarters in a common housing area at a different location or shared by another installation? ___ If yes, name the location/s and commuting time to primary work location:

Name: _____, Driving time: _____ minutes.

Name: _____, Driving time: _____ minutes.

d. Housing units planned or under construction:

1 Bedroom: ___ 2 Bedroom: ___ 3 Bedroom: ___ 4 Bedroom: ___
 Date new units will be occupied: _____.

2. Economy Quarters (Family and Unaccompanied.)

a. Adequate affordable civilian economy quarters for officer and enlisted members are / are not (delete one) available within ___ minutes from the installation. If not, explain: _____

 _____.

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b. Average waiting time for occupancy for officers: _____ weeks, and for enlisted: _____ weeks.

c. Average monthly costs for economy quarters:

<u>Furnished</u>	- 1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Rent:	\$ _____	\$ _____	\$ _____	\$ _____
Utilities:	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

(Use "N/A" to indicate furnished housing not available.)

<u>Unfurnished-</u>	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Rent:	\$ _____	\$ _____	\$ _____	\$ _____
Utilities:	\$ _____	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____

(Use "N/A" to indicate unfurnished quarters not available.)

Other housing costs unique to the location that are not covered by military housing allowances: Average rental deposit: \$ _____, utilities hookup fees: \$ _____, appliance alterations: \$ _____, small furnishings purchases: \$ _____, others: _____.

d. Number of members (all services this location) authorized to reside off-base: Officers: _____ Enlisted: _____.

e. Monthly Rent Plus rates: (OPNAV will provide data from JFTR.)

	O-1	O-2	O-3	O-4	O-5	O-6
Accompanied:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Unaccompanied:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

	E1-E3	E4	E5	E6	E7	E8	E9
Accompanied:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Unaccompanied:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3. If the tour lengths were increased to 36/24 and more Service members elected the accompanied tours, housing could accommodate an _____ % increase on-base and _____ % off-base.

4. If housing is a primary factor affecting the recommended tour length, explain: _____

F. MEDICAL SUPPORT

1. Narratively describe medical and dental support and facilities at this location (on and off-base). _____

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2. Are the following medical and dental specialties available?

	On-base	Off-base	Where, if off-base?
a. Internal Medicine:	_____	_____	_____
b. OB/GYN:	_____	_____	_____
c. Pediatrics:	_____	_____	_____
d. General Surgery:	_____	_____	_____
e. Oral Surgery:	_____	_____	_____
f. Clinical psychology/ psychiatry:	_____	_____	_____
g. Eye/Ears/Nose/Throat:	_____	_____	_____
h. Ophthalmology/Optomtry:	_____	_____	_____

3. Travel factors for off-base medical and dental:

MEDICAL- Location	Distance	Travel Method	Travel Time
Military: _____	_____	_____	_____
Civilian: _____	_____	_____	_____

DENTAL- Location	Distance	Travel Method	Travel Time
Military: _____	_____	_____	_____
Civilian: _____	_____	_____	_____

4. Medical and dental could/could not (delete one) accept an increased load if more members elected the accompanied tour.

MEDICAL Military: _____ % increase. Civilian: _____ % increase.
 DENTAL Military: _____ % increase. Civilian: _____ % increase.

5. Describe new facilities planned/under construction and date to be placed in service: _____

6. Can medical facilities provide continuing education opportunity for medical personnel assigned? Yes/No (Delete one) Explain: _____

7. If medical/dental facilities are a primary factor affecting the recommended tour length, explain: _____

1. Summary of dependent school facilities (includes civilian English language) available: (Use "N/A" to denote not available.)

KINDERGARTEN: Name:	Accredited by:	Student/Teacher	
		Commuting Time:	Ratio:
DoDDS: _____	_____	_____	_____
Civilian: _____	_____	_____	_____

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ELEMENTARY:

DoDDS: _____

Civilian: _____

HIGH SCHOOL:

DoDDS: _____

Civilian: _____

2. Comment on educational library facilities: _____

3. Summarize off-duty (college and vocational) studies available to service members and dependents. _____

4. If more members elected the accompanied tours, school facilities could accept increased load as follows:

Kindergarten: _____% Elementary: _____% High School: _____%

5. Describe new DoDDS educational facilities planned/under construction and date they will be placed in service: _____

6. If dependent educational support is a primary factor affecting the recommended tour length, explain: _____

H. SUPPORT SERVICES1. Commissary at this location is/is not (delete one) adequate. If not, nearest adequate commissary is at: _____, distance: _____, driving time: _____ hours.

Commissary facilities could accommodate _____% increased load if more members elected the accompanied tour. Comment/describe if additional commissary facilities planned/under construction.

2. Local civilian markets. Location: _____ Distance: _____ miles. Driving time: _____ hours.

	Availability	Quality	Sanitation	Costs
Meats/poultry/fish:	_____	_____	_____	_____
Dry goods:	_____	_____	_____	_____
Produce:	_____	_____	_____	_____

(Compare factors relative to US commissary standards: excellent, good, comparable, poor, or unsafe. Score costs in a percentage +/- US commissary averages.)

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3. Exchanges at this location is/is not (delete one) adequate. If not, nearest adequate military exchange is located at: _____ distance: _____ miles, driving time: _____ hours. Exchange facilities could accomodate _____ % increased load if more members elected the accompanied tour. Comment/describe if additional exchange facilities planned/under construction, when expect placed in service _____.

4. Local retail market. Name: _____, distance: _____ miles, driving time: _____ hours.

Availability of goods: _____, Quality: _____, Costs: _____. Type of goods not available: _____.

(Compare factors relative to US military exchange: Excellent, good, comparable, poor, unavailable. Grade costs in a percentage +/- US military exchange average.)

5. Banking Facilities are/are not available on-base/off-base (delete one). List U.S. owned banks: _____.

6. Religious Support is available as follows:

	On-base	Off-base	Comment:
Protestant:	_____	_____	_____
Catholic:	_____	_____	_____
Jewish:	_____	_____	_____
Ecumenical:	_____	_____	_____
Other:	_____	_____	_____

7. A Family Service Center is available on-base/off-base (delete one). The services provided at this location are: _____.

8. Mail service averages _____ days for air mail and _____ days for surface mail to and from the United States. U.S. Military Post Office is available at _____. Distance: _____.

9. Recreational Services. List on/off base recreational facilities/opportunities available to members and dependents. Narratively describe services as appropriate. Include commercial and natural opportunities such as skiing/hunting/fishing/boating. (Use separate page or reverse side of this page as necessary.) _____

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10. If support services are a primary factor in the tour length recommendation, explain: _____

I. TRANSPORTATION

1. Air Service: (Indicate "N/A" if not available.)

Nearest domestic airport: _____ Distance: _____ Driving Time: _____
 Destinations/Departure Frequency _____, _____, _____, _____, _____

Nearest international airport: _____ Dist: _____ Driving Time: _____

Nearest airport/air base serving MAC/Navy: _____ Dist: _____ Driving Time: _____

2. Railroads: Yes/No Reliability: High/Low (Delete one)

Location of nearest station: _____. Distance: _____
 Destinations: _____/_____/_____

3. Local Transportation:

	Convenience	Safety	Sanitation	Reliability	Cost per mile
Taxi: _____	_____	_____	_____	_____	\$ _____
Buses: _____	_____	_____	_____	_____	\$ _____

(Score: Excellent, good, poor, unsafe)

4. Motor Vehicle information: POV required: _____. If not, explain: _____

Comment on distances/transportation services between local and military facilities/housing: _____

Local license required: _____. City street quality: _____
 Highway quality: _____. Accident rate for U.S. personnel: High/low.
 (delete one) Repair/maintenance services: _____
 Repair and service parts availability: _____
 Other comments: _____

5. If transportation is a primary factor in the tour length recommendation, explain: _____

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J. SOCIAL CUSTOMS. Narratively describe the nature and extent of any restrictions on social life of Service members (bachelor and married, accompanied and unaccompanied, male and female) due to local customs, culture, language, attitudes of local population toward Americans and members in uniform, government restrictions, political climate, social stratification and others. Explain if the social aspects of life are a primary factor in the tour length recommendation.

K. SOCIO-POLITICAL CONDITIONS. Narratively describe conditions regarding crime rates, type of crimes committed on U.S. service members and families, crime targets and security risks or exposure of military members and family members to threats of violence due to political unrest. Explain whether physical security a primary factor in tour length recommendation: (Under certain conditions these comments may be classified.)

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PART II

(To be completed by local command, FleetCinC or OPNAV as indicated)

A. PERSONNEL DEMOGRAPHICS (Data for most recent complete fiscal year.)

	This Location	Similar Location	A 36/24 Location	Theatre	Navywide
1. Retention rates. (OPNAV will provide retention.)					
First Term:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
2. Disciplinary rates: (Incidents per 100 members for past year.)					
	(Local)	(CinC)	(CinC)	(CinC)	(OPNAV)
DESERTIONS					
Officer: O-1 to O-3:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
Enlisted: First Term:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
ARTICLE 15s					
Officer: O-1 to O-3:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
Enlisted: First Term:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
DRUG/ALCOHOL INCIDENTS					
Officer: O-1 to O-3:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
Enlisted: First Term:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
COURTS MARTIAL					
Officer: O-1 to O-3:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
Enlisted: First Term:	_____	_____	_____	_____	_____
Career:	_____	_____	_____	_____	_____
3. Voluntary tour extension rates:					
	(Local)	(OPNAV)	(OPNAV)	(OPNAV)	(OPNAV)
Officer: Accompanied:	_____	_____	_____	_____	_____
Unaccompanied:	_____	_____	_____	_____	_____
Enlisted: Accompanied:	_____	_____	_____	_____	_____
Unaccompanied:	_____	_____	_____	_____	_____
4. Average overseas tour lengths being served:					
	(Local)	(OPNAV)	(OPNAV)	(OPNAV)	(OPNAV)
Officer: Accompanied:	_____	_____	_____	_____	_____
Unaccompanied:	_____	_____	_____	_____	_____
Married:	_____	_____	_____	_____	_____
Single:	_____	_____	_____	_____	_____
Enlisted: Accompanied:	_____	_____	_____	_____	_____
Unaccompanied:	_____	_____	_____	_____	_____
Married:	_____	_____	_____	_____	_____
Single:	_____	_____	_____	_____	_____

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B. TRAINING REQUIREMENTS (Local command furnished data)

Special or unique training necessary to prepare member for duty at this location: _____.

Average duration: _____ weeks. Location of training sites: _____.

Percentage of personnel who must complete the training: _____.

Estimated training costs per student: _____.

Estimated costs/savings to result from this tour length recommendation: _____.

C. THEATRE QUALIFICATIONS. (FleetCinC data)

Time required for average member to become combat ready after arrival in theatre: _____ weeks. List factors affecting time to become combat ready (e.g. flying hours, training, experience and team training): _____.

Estimated readiness impact to result from recommended tour length change: _____.

Use reverse side to narratively describe other factors.

D. PERMANENT CHANGE OF STATION COSTS (OPNAV furnished data)

Annual funding cost: includes member travel, household goods shipping and storage, DLA, dependent travel, unaccompanied baggage shipment, and POV shipment. (in millions of dollars)

- a. At current tour length - \$ _____
- b. At new tour length - \$ _____
- c. If tour was 36/24 - \$ _____
- d. PCS cost/savings - \$ _____

E. CONSTRUCTION REQUIREMENTS

Planned and funded construction requirements for next three years for both mission and dependent support.

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6 JAN 1988

Supplementary Instructions for Overseas Tour Site Survey

Following remarks keyed to paragraph line numbers in parts I and II

PART I

A. 1. List all Navy UICs covered by this survey, that is, all Navy activities ashore at this location. The UICs will be used by CNO (OP-13) to draw demographic data from computer files.

C.4. Self-sustaining is defined as a base with own permanent support facilities such as housing, commissary, exchanges and recreation facilities.

E.2.e. CNO (OP-13) will provide Rent-Plus data.

F.6. State license soon to be required for all DoD medical doctors. Continuing education will become essential for many medical personnel. Senior medical officer at the location should complete this information.

H.2 and H.3. Tailor responses as nearly as possible relative to commissary and exchange standards and prices.

PART II

A.1. CNO (OP-13) will provide data from computer files based on UICs provided at Part I paragraph A.1. Local commanders and Fleet CinCs may provide if desired for local records.

A.2. Washington computer files do not provide the disaggregated data requested by DoD. Local commanders and Fleet CinCs are requested to provide as indicated by column.

A.3. Again, Washington computer files do not provide disaggregated data. Local commanders are to provide data for their locations, CNO (OP-13) will consolidate for other columns.

A.4. Local commanders are requested to provide for their locations by computing tour lengths from date of departure CONUS to return to Port of Entry minus leave taken enroute. CNO (OP-13) will provide data for remaining columns.

B. and C. Format provided to suggest elements needed to explain need for tour length based on operational aspects of the locale.

Enclosure (2)